

# U.S. Fish and Wildlife Service

## QUARTERLY DIVERSITY ACCOMPLISHMENT

### REPORT FORM



\_\_\_\_ 2<sup>nd</sup> \_\_\_\_ Quarter, Fiscal Year \_\_\_\_ 04 \_\_\_\_  
Region/Program \_\_\_\_ 6 \_\_\_\_

## Part I. Recruitment Activities

### A. Minorities in Higher Education Institutions

| DATE  | PROGRAM<br>ACTIVITY | UNIVERSITY/<br>COLLEGE**   | CATEGORY<br>***                              | AWARD<br>S TO<br>UNIVER<br>SITIES/<br>COLLE<br>GE | STAFF<br>HOURS/<br>SALARIES   | COST   |
|---|---------------------|--|--|---|---|--|
| 2/03/04   | Career Fair         | Adams State College,<br>Alamosa, Colorado  | Hispanic<br>Serving<br>Institution<br>(HACU) | \$0.00  | Diversity and<br>Civil Rights<br>(DCR) Chief,<br>Human Resource<br>(HR) Specialist,<br>and a Refuge<br>Operations<br>Specialist, from<br>Alamosa Monte<br>Vista, National<br>Wildlife Refuge<br>(NWR) | Job Fair<br>\$35.00,<br>Travel<br>cost<br>\$186.28                           |
| 2/18/04   | Career Fair*        | Colorado State<br>University (CSU),<br>College of Natural<br>Resources & College<br>of Agricultural<br>Sciences, Fort<br>Collins, Colorado | CSU is an<br>Associate<br>Member of<br>HACU  | \$0.00  | DCR staff<br>member, HR<br>Specialist, and a<br>Refuge staff<br>member  | Job Fair<br>\$25.00<br>with a<br>total cost<br>of \$50.00<br>(two<br>booths) |
| <b>Comments:</b> * One hire: Student Career Employment Program (SCEP) appointment, GS-499-04 (this will not be effective until FY04 3rd Quarter). |                     |  |  |   |   |  |

### B. Disabled Recruitment Initiatives

January 8, 2004 - A DCR staff member attended and participated in the quarterly Cerebral Palsy of Colorado, Business Advisory Council (BAC) meeting.

January 15, 2004 - A DCR staff member attended the Community College of Denver, Recognizing Ongoing Opportunities through Success (ROOTS) Program, BAC meeting, and spoke about the U.S. Fish and Wildlife Service (FWS) Disability Program. The main content focus was on what is required when a person with a targeted disability applies for a Federal position.

January 22, 2004 - A DCR staff member presented a presentation on Schedule A appointments to a panel of the Division of Vocational Rehabilitation (DVR) supervisors. Topics included were: resumes, OF-612s, disability codes, accommodations, and interviewing. The purpose of this presentation was to educate supervisors, so they could train their counselors in assisting clients with targeted disabilities in applying for Federal positions.

February 5, 2004 - A DCR staff member met with a Veterans Employment Specialist, from the Colorado Department of Labor and Employment (CDOL), Department of Veteran Affairs (VA), to discuss the special hiring authorities available for veterans that have service connected disabilities.

February 6, 2004 - The DCR office hosted a Colorado Business Leadership Network (BLN) meeting which presented the High School/High Tech Program. This is a comprehensive program sponsored by CDOL, Office of Disability Employment Policy (ODEP), which prepares students with disabilities for high technical careers. This meeting was attended by more than 20 persons from private, State of Colorado, and Federal agencies.

March 2004 - A DCR staff member reviewed the Workforce Recruitment Program (WRP) database and recommended six students with disabilities for possible summer placement. The DCR Chief presented this information to the Assistant Regional Directors (ARDs) for their consideration.

March 12, 2004 - A DCR staff member presented a training session on Schedule A hiring authority to 14 students with disabilities and one college administrator of the ROOTS program. The main focus of this training session was: how access and use USAJOBS, resume building, knowledge skills abilities (KSA) writing, and the certification needed from the DVR.

March 19, 2004 - A DCR staff member attended the monthly Vocational Rehabilitation Connect (VRC) meeting and participated in a roundtable discussion on navigating the state and Federal application processes for persons with disabilities.

March 26, 2004 - A DCR staff member attended a kickoff presentation of the BLN's High School/High Tech Program. This program promotes: science, math, engineering, technology careers, volunteering, mentoring, and internship opportunities for students with disabilities.

## **Resumes**

A total of 14 resumes received this quarter from individuals, Colorado DVR, VA, ROOTS, and Computer Training for People with Disabilities (CTPD) Programs.

## **Interviews**

This quarter, a DCR staff member, arranged with two supervisors, for five persons with targeted disabilities, to interview for positions within the Regional Office.

January/February 2004 - A DCR staff member interviewed and met with a person that had a targeted disability to assist in organizing his resume/accomplishments as preparation for applying for Federal positions.

February 2004 - A DCR staff member pre-interviewed four candidates for potential Schedule A appointments.

March 23, 2004 - A DCR staff member interviewed a person with a visual impairment who is seeking an administrative work experience position.

### **Placements**

None this quarter.

### **C. Other Recruitment Activities**

February 24, 2004 - The DCR Chief, two DCR staff members, and a HR Specialist, attended the Office of Personnel Management (OPM), Working for America Recruitment Fair, in Denver, Colorado. Region 6 is a part of the Department of the Interior (DOI) Diversity Coalition West and the coordinated DOI's presence at the fair. This included Bureau of Reclamation (BOR); National Park Service (NPS); Bureau of Land Management (BLM); Bureau of Indian Affairs (BIA), National Business Center (NBC); Minerals Management Service (MMS), Office of Surface Mining (OSM), and Interagency Fire Positions. The Region contributed \$600.00 for recruitment materials developed by the Coalition and \$245.00 for the exhibit set-up. The DOI recruitment booth was secured and the various bureaus shared the cost. The coalition reviewed the all of the Applicant Survey Sheets collected, responded by E-mail, and shared as appropriate. The attendance at the fair was over 10,000 individuals.

### **Part II. Outreach and Educational Programs**

| <b>DATE</b>           | <b>PROGRAM/ACTIVITY</b>  | <b>COST</b>   |
|-----------------------|--|---|
| <b>3/19-21/04</b>     | The DCR Chief, and a DCR staff member, attended the Denver Federal Executive Board (DFEB), American Indian Program Council (AIPC), Denver March Pow Wow, in Denver, Colorado. The AIPC is a sub-committee of the DFEB Equal Employment Opportunity (EEO) Workforce Diversity Council. The AIPC serves as liaison between Federal agencies and the American Indian Tribes and Nations, organizations, and individuals to increase awareness of Federal employment. The DFEB booth represented many Federal agencies. Region 6 provided employment and educational information. The attendance at the Pow Wow was over 40,000 individuals. | The Region contributed \$250.00 to the DFEB for the expense of the booth space. |
| <b>Comments: None</b> |  |   |

### **Part III. Retention and Career Development Activities**

#### **A. Career Development Activities**

The Stepping Up to Leadership Program, session seven and eight, selections include four White females.

On March 22, 2004 - The Regional Director (RD) issued an Individual Development Plan (IDP) Policy, which supports the Service's September 3, 2003, policy on IDPs

February 5, 2004 - Region 6 employees attended the DOI Government Wide Forum. The guest speaker was Mr. Jim Loehr, author of "The Power of Full Engagement." The forums are designed to help government employees broaden their knowledge of leadership and quality of life issues. Cost for this event was \$1,125.00.

#### **B. Mentoring and Coaching Programs**

On March 19, 2004 - The RD issued a memorandum establishing a Regional Mentoring Program. The program has developed a concept paper and charter. The purpose of the program is to facilitate the development of employees, by tapping knowledge and experience within the Service in a personal, interactive manner.

#### **C. Family/Work Life Initiatives**

February 6, 2004 - A DCR staff member sent out an E-mail about "National Wear Red Day for Women," encouraging all Regional Office employees to wear red in support of women who have been touched by cardiovascular disease. Information was sent out about heart disease from the American Heart Association.

March 17, 2004 - A DCR staff member who is a member of the Majority and Moral (M&M) Committee help plan a luncheon for St. Patrick's Day. This was a free lunch for all Regional Office employees. The staff member designed the fliers and participated in the event.

Region 6 continues to encourage employees to enroll in a fitness program by reimbursing half of the annual fees with a signed agreement that the employee will participate three days a week.

**Part IV. EEO/Diversity Training and Events**

| <b>Date</b>                           | <b>Course Title</b>  | <b>Objectives</b>  | <b>Number of Participants</b> |  | <b>Hours</b> | <b>Trainer</b>  | <b>Cost</b>                       |
|---------------------------------------|--|--|-------------------------------|--|--------------|---|-----------------------------------|
|                                       |  |  | <b>Employees</b>              | <b>Manager<br/>s/<br/>Supervis<br/>ors</b> |              |   |                                   |
| <b>Month of<br/>January<br/>2004</b>  | <b>Martin Luther<br/>King Jr., Birthday</b>  | <b>Display case was<br/>filled with<br/>information and<br/>posters</b>                                      | <b>All</b>                    | <b>All</b>                                 |              | <b>DCR</b>  | <b>\$0.00</b>                     |
| <b>1/28/04</b>                        | <b>2004 DFEB<br/>Diversity<br/>Training, MLK<br/>Jr.,<br/>Commemoration</b>                        | <b>The DFEB<br/>Training<br/>Commemoration<br/>of Dr. Martin<br/>Luther King Jr.</b>                         | <b>1</b>                      | <b>5</b>                                   | <b>4</b>     | <b>DFEB</b>   | <b>\$210.00<br/>(35 X 6)</b>      |
| <b>1/28/04</b>                        | <b>Audio Conference<br/>on How to Handle<br/>Psychiatric<br/>Disabilities in the<br/>Workplace</b> | <b>Disability<br/>Awareness<br/>Training</b>   | <b>8</b>                      | <b>17</b>                                  | <b>1.5</b>   | <b>Thompson<br/>Publishing<br/>Group Inc.</b>                   | <b>\$299.00</b>                   |
| <b>Month of<br/>February<br/>2004</b> | <b>Black History</b>   | <b>Display case was<br/>filled with<br/>information,<br/>posters, and<br/>bookmarks</b>                      | <b>All</b>                    | <b>All</b>                                 |              | <b>DCR</b>  | <b>\$65.15</b>                    |
| <b>2/02/04</b>                        | <b>The Colorado<br/>Conference for<br/>Women</b>   | <b>Communication<br/>skills, and<br/>professional<br/>development</b>  | <b>1</b>                      | <b>0</b>                                   | <b>8</b>     | <b>Skill Path<br/>Seminars</b>                                  | <b>\$149.00</b>                   |
| <b>2/4/04</b>                         | <b>Satellite Broadcast<br/>on Ethic Training</b>   | <b>The broadcast<br/>covered criminal<br/>statutes,<br/>Standards for<br/>Conduct, and<br/>the Hatch Act</b> | <b>* 40</b>                   |  | <b>1.5</b>   | <b>DOI Ethic<br/>Office</b>                                     | <b>\$0.00</b>                     |
| <b>2/11/04</b>                        | <b>Teleconference on<br/>Shielding Your<br/>Federal Agency<br/>From Harassment<br/>Liability</b>   | <b>Harassment<br/>Liability<br/>Training</b>   | <b>4</b>                      | <b>15</b>                                  | <b>1.5</b>   | <b>LRP<br/>Seminars<br/>presented<br/>by Mr. Sam<br/>Vitaro</b> | <b>\$250.00</b>                   |
| <b>2/10-11/04</b>                     | <b>Denver<br/>Conference on<br/>State and Federal<br/>Personnel Laws</b>                           | <b>Updates on<br/>Federal<br/>Personnel Laws</b>   | <b>0</b>                      | <b>2</b>                                   | <b>16</b>    | <b>HR Council</b>   | <b>\$798.00<br/>(399 X<br/>2)</b> |

|   |  |  |            |            |            |   |                           |
|---|--|--|------------|------------|------------|---|---------------------------|
| <b>2/25/04</b>  | <b>Teleconference on Personal Assistance Services in the Workplace</b> | <b>ADA Training</b>  | <b>1</b>   | <b>1</b>   | <b>1.5</b> | <b>Center for Personal Assistance Services (PAS)</b>                        | <b>\$0.00</b>             |
| <b>Month of March 2004</b>  | <b>Women History Month</b>   | <b>Display case was filled with information, posters, bookmarks, and pencils</b> | <b>All</b> | <b>All</b> |            | <b>DCR</b>  | <b>\$120.65</b>           |
| <b>3/3/04</b>   | <b>Native American Sensitivity Training</b>                            | <b>Understand the uniqueness and diversity of Native Americans</b>               | <b>3</b>   | <b>1</b>   | <b>8</b>   | <b>DOI University</b>   | <b>\$312.00 (78 X 4)</b>  |
| <b>3/09/04</b>  | <b>Getting a Grip on Grammar</b>                                       | <b>Basic Grammar Training</b>  | <b>2</b>   | <b>0</b>   | <b>16</b>  | <b>DOI University</b>   | <b>\$0.00</b>             |
| <b>3/18/04</b>  | <b>Basic EEO Training for Mangers</b>                                  | <b>EEO Training for New Managers</b>   | <b>0</b>   | <b>10</b>  | <b>4</b>   | <b>DCR Staff</b>  | <b>\$0.00</b>             |
| <b>3/22/04</b>  | <b>Conflict Intervention Strategies in the Workplace</b>               | <b>ADR Training</b>  | <b>2</b>   | <b>0</b>   | <b>8</b>   | <b>Accelerated Dispute Resolution</b>                                       | <b>\$300.00 (150 X 2)</b> |
| <b>3/31/04</b>  | <b>Reasonable Accommodation and the ADA</b>                            | <b>Workshop on ADA</b>   | <b>1</b>   | <b>0</b>   | <b>2</b>   | <b>Rocky Mountain Disability &amp; Business Technical Assistance Center</b> | <b>\$0.00</b>             |
| <b>Comments: * This amount is a combination of employees and supervisors.</b> |  |  |            |            |            |   |                           |

#### **Part V. Management Accountability/Noteworthy Activities**

The Region continues as an active member of the DOI Diversity Coalition West and hosted meetings in January and March 2004. Present were the BOR, NPS, BLM, MMS, OSM, NBC, USGS, and DOI Interagency Fire staffs involved in diversity/recruitment initiatives for their bureaus. At the January meeting, Mr. John Gritts, Director of Tribal College Relations, American Indian College Fund was a guest speaker. There was a discussion on the Department's Three-Year Plan to support the White House initiative on Tribal College and Universities (WHITCU). Also, discussed were items related to the consolidated effort at the OPM Recruitment Fair.

The DCR office continues in Alternative Dispute Resolution (ADR) services. This includes serving as mediators for the DFEB ADR Consortium and DOI Conflict Resolution (CORE) and InterioResolutionNetwork (IRN). During this quarter, DCR staff members served as mediators for NPS, USGS, and the Office of Solicitor and there were settlement for two of the mediations. DCR staff members attended the meetings of the cadre of mediators and for the DOI cadre developed an evaluation form. A staff member participated in a CORE conference call as refresher training on the Bureau's ADR policy and reporting requirements.

A DCR staff member, who serves as the Region's Disability Program Manager, conducted a briefing on reasonable accommodation for the ARD of Migratory Birds & State Program (MBSP), and Budget & Administration (BA), and appropriate staff members. This was related to a specific reasonable accommodation request and emergency evacuation procedures.

The Region's Diversity Committee continues to meet and is working on a mission statement.

On a weekly basis, a DCR staff member E-mails notification of Region 6 and 9 job openings to about 170 different advocacy organizations, colleges and universities, state employment offices, military organizations, and individuals. A summary of the job opening is provided with a link to the OPM web site. Also, provided is the Region 6 job line and a TTY number.

## **Part VI. Special Emphasis and Student Employment Program Managers and/or Coordinators**

### **A. Special Emphasis Program (Federal Women's, Hispanic, and Disabled)**

January 13, 2004 - A DCR staff member attended the DFEB AIPC meeting. The meeting focused on planning for the March 2004 Pow Wow in Denver, Colorado.

February 19, 2004 - A DCR staff member attended the DFEB HEP meeting. Diversity and outreach initiatives were discussed as well as sharing of vacancies including Student Educational Employment Program (SEEP) information.

March 30, 2004 - A DCR staff member attended the Hispanic Employment Program (HEP), meeting. The guest speaker was Mr. Dan Solis, President, of the National Organization for Mexican American Rights (NOMAR), who spoke about Hispanic employment issues, and starting a Denver Chapter of NOMAR. Diversity and outreach initiatives were discussed as well as sharing of vacancies including SEEP information.

### **B. Student Educational Employment Program (SCEP and STEP)**

On January 11, 2004, Refugees placed a Black male, as a STEP, Assistant Park Ranger, GS-025-02. This student, who attends Montebello High School, was a participant and winner in the Rock Mountain Arsenal (RMA) Wildlife Society Scholarship Essay Contest that were awarded at the Bluestem Banquet during NWR Week in October 2003.

On January 11, 2004, Refugees placed a Hispanic female, as a STEP, Clerk, GS-303-01. This student, who attends Montebello High School, was a participant and winner in the RMA Wildlife



Society Scholarship Essay Contest that were awarded at the Bluestem Banquet during NWR Week in October 2003.

On February 8, 2004, Ecological Services, converted and promoted a STEP, from a Clerk, GS-303-4, to a Biological Science Technician, GS-404-05. The student is a White female.

On February 23, 2004, Fisheries placed a White female, as a SCEP, Student Trainee (Fish & Wildlife) GS-499-04.

On March 21, 2004, Refuges placed a White male, as a SCEP, Student Trainee (Wildlife), GS-499-07.

### **C. Summer Employment Program**

Region 6 selected an intern from the Environmental Careers Organization (ECO) 2004 Conversation Career Diversity Internship Program. The placement will be a cooperative position between Ouray National Fish Hatchery and Ouray NWR, in Randlett, Utah. The student, who is completing her freshman year at the University of Notre Dame, will begin her twelve-week placement on May 17, 2004. The student is a minority female.

Region 6 will be involved in the City and County of Denver Mayor's Youth Employment Program. The program places students in city, state, and Federal agencies, private businesses, and non-profit organizations for summer employment. On March 1, 2004, the DCR Office hosted a meeting and the Youth Employment Program Coordinator described the program. It is projected that eight youth will be placed in the Region. This includes the program areas of Refuges, MBSP, and BA, to include the DCR office.